RECORDS
MANAGEMENT
CONFERENCE

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(classification)

BACKGROUND OF RECORDS MANAGEMENT OFFICERS   STATSPEC

1. NAME		2. POSITION TITLE Records Analyst	3. OFFICE
███ STATINTL			███

4. IMMEDIATE SUPERVISOR

NAME	BUILDING	ROOM
███ STATINTL	Key	1005

TITLE	OFFICE	
Ch/Support Br., Admin Staff ███		STATSPEC

5. ACTIVE ELEMENTS OF YOUR RECORDS PROGRAM

	FORMS MANAGEMENT		x	VITAL RECORDS SCHEDULES AND DEPOSITS
	CORRESPONDENCE IMPROVEMENT		x	RECORDS CONTROL SCHEDULES
	REPORTS CONTROL		x	RECORDS RETIREMENT ACTIVITIES
x	FILE SYSTEMS		x	MAIL OPERATIONS
	FILE EQUIPMENT AND SUPPLIES			SUPPLEMENTAL DISTRIBUTION
	RECORDS SURVEYS			OTHER RECORDS MANAGEMENT SERVICES (specify)
	REGULATORY ISSUANCES			
	AUTOMATION DEVELOPMENT	NEW	EXISTING	

6. OTHER OFFICE RESPONSIBILITIES (list them in general terms)

Chief, of ███ Registry   STATSPEC

7. PERCENT OF TIME SPENT ON RECORDS PROGRAM ACTIVITIES
...... OR HOURS PER WEEK SPENT ON RECORDS PROGRAM   5 Hours

8. RECORDS MANAGEMENT EXPERIENCE (From present to the past)

FROM – TO	GRADE	POSITION OR DUTIES	COMPONENT
		The only Records Management Experience I have had is since joining ███ in June 67. I am scheduled for NARS Records Course in February 1968 (two Weeks)	STATSPEC

FORM 2900A

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(classification)

OCTOBER 1967

RECORDS PROGRAM TRAINING		
9. NATIONAL ARCHIVES & RECORDS SERVICES AND/OR OTHER EXTERNAL TRAINING	COMPLETED YES NO	YEAR
RECORDS MANAGEMENT		
FORM AND GUIDE LETTERS		
CORRESPONDENCE MANAGEMENT		
SPEEDING THE MAIL		
FORMS ANALYSIS AND DESIGN		
FORMS IMPROVEMENT		
FORMS FOR AUTOMATION		
DIRECTIVES SYSTEMS IMPROVEMENT		
HOW TO IMPROVE WRITTEN INSTRUCTIONS		
MODERNIZING MANAGEMENT REPORTS		
OFFICE INFORMATION RETRIEVAL		
FILES IMPROVEMENT		
RECORDS DISPOSITION		
SOURCE DATA AUTOMATION		
MECHANIZING PAPERWORK SYSTEMS		
MANAGING AN OFFICE MACHINE PROGRAM		
OTHER (list)		
10. INTERNAL TRAINING ON RECORDS MANAGEMENT		
11. AUTOMATION TRAINING (Internal or External)		